

FILED: *Records 6-7*

RECORDS MANAGEMENT DIVISION

VITAL MATERIALS REPORT FOR WEEK ENDING - 1 October 1954

1. <u>TYPES OF MATERIAL</u>	<u>DEPOSITS</u>	<u>WITHDRAWALS</u>	<u>BALANCE</u>
A. (Measured in cubic feet)			
Documents	1.8	0	181.5
Maps	0	0	47.5
Negatives	0	0	125.2
Cards (other than IBM)	0	0	4.2
Total	<u>1.8</u>	<u>0</u>	<u>358.4</u>
B. (Measured by actual count)			
Cards (IBM)	72,729	107,453	4,023,336
Film Reels 35mm	25	0	5,607
Film Reels 16mm	14	0	2,147

2. MATERIAL NOT ON MACHINE INVENTORY OR AVAILABILITY REGISTER

	<u>OFFICE</u>	<u>CABINETS</u>
	Commo.	1
	OCB	1
	OCI	1
	ORR	1
**	OSI	2
*	DD/P	<u>31</u>
		37

3. ACTIVITY OF OFFICE PROGRAMS

A. Total Offices	20
1. Number of Offices Depositing	19
2. Number of Offices Not Depositing	1
(Audit Office - Letter of Exception 5 Feb '52)	
B. Number of Offices With Established Schedule	10
C. Number of Offices in Which Schedules Are To Be Established	9
D. Offices Depositing This Week	11
E. Offices Delinquent in Depositing	1
Director's Office - No deposit since 18 June 1954	

\* Material not accessible to Repository personnel.

\*\* One of two cabinets not accessible to Repository personnel.